
Bio Summary for Nicola Duncombe

Nicola Duncombe is the Management Support Assistant (MSA) for the Organization and Leadership Development Office in the Office of Human Capital. Her professional and organizational experience exceeds over 10 years working in an executive environment, which demands strong organizational, technical, and interpersonal skills.

Nicola works with other department directors, administrative assistants, and other team members to support all elements of the management team. She performs a broad range of management, administrative, personnel or clerical functions in support of the Organization and Leadership Development Office. She provides administrative assistance in the areas of security, travel, personnel, and various other administrative services. Nicola is keen when reviewing, maintaining, and disseminating highly scientific, financial, and administrative reports.

Prior to working in the Office of Human Capital, she supported the administrative and technical activities of the Instrument & Payload Systems (I&PS) Department at NASA, Marshall Space Flight Center as a Technical Coordinator. Her responsibilities ranged from maintaining the data on the department's intranet website to coordinating department meetings on sensitive topics. Additionally, her experience prior to working with Marshall Space Flight Center was at a Fortune 500 electronic manufacturing facility as a repair technician.

Nicola is happily married to Thrifton Duncombe. They have 3 wonderful children, Thrifton Jr., Jasmine, and Prince. Nicola enjoys working as a therapeutic foster parent. Nicola is also a member of First Seventh-Day Adventist Church. Her hobbies include cooking/baking, skating, spending time with her family, and working with other children.

Her Education:

A.A., Computer Business Administration and Management
Prospect Hall College, Hollywood, FL - June 1992

Licenses and Certifications:

Certified Escort Representative
CPR & First Aid Certified
Licensed Foster Parent with Seraaj Family Homes, Inc. of Alabama

Honors / Awards

OHC- Peer Award
Award of Excellence from Mainthia Technology, Inc.
Letter of Appreciation from the MSFC Avionics Department Manager
Letter of Commendation from the MSFC Avionics Department Deputy Manager
Award from Infinity Technology, Inc.